Procedure

1. Start the transaction using the menu path or transaction code.

Searching for documents

2. Click **Document List.**

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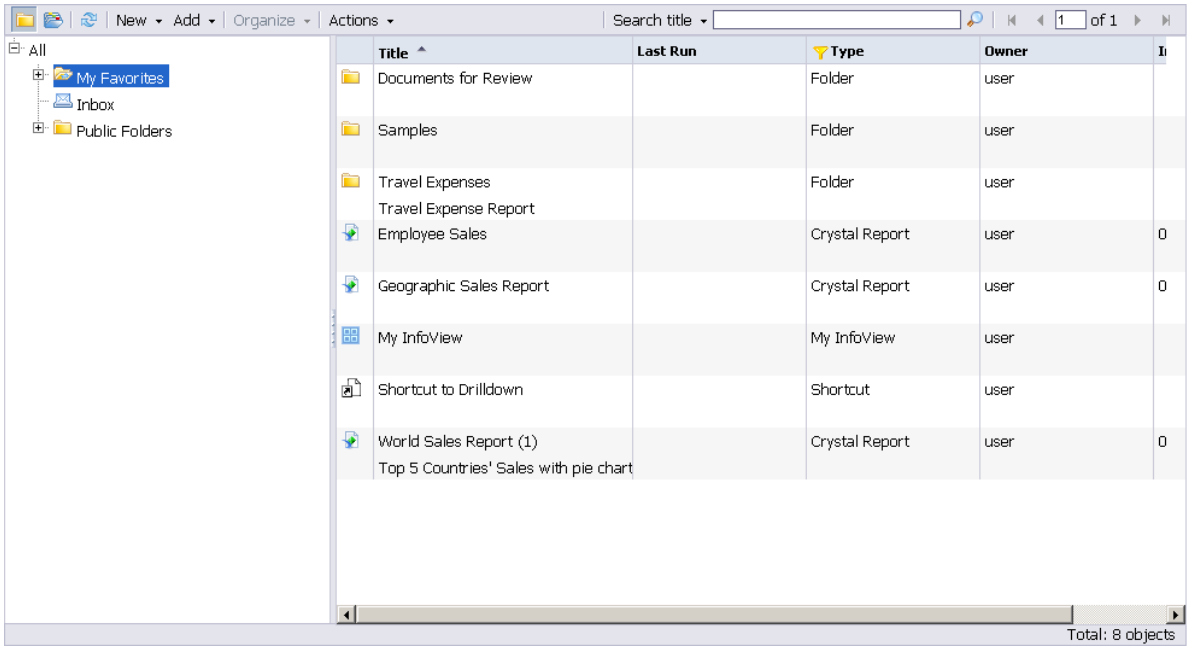
Listing



3. Click in the **Search title** field.

In this activity you want to search for all documents containing the word ***Sales*** in any field.

4. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** sales

Enter the desired information into the **Search title** field.

5. Click the **Search title** drop-down button menu.

6. Click **Search all fields.**

7. Click **Execute search**.

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8. Press [Enter] to continue.

All documents containing the word ***Sales*** appear in the Workspace Panel.

You can change the search criteria to narrow your search.

Press **[Enter]** to continue.

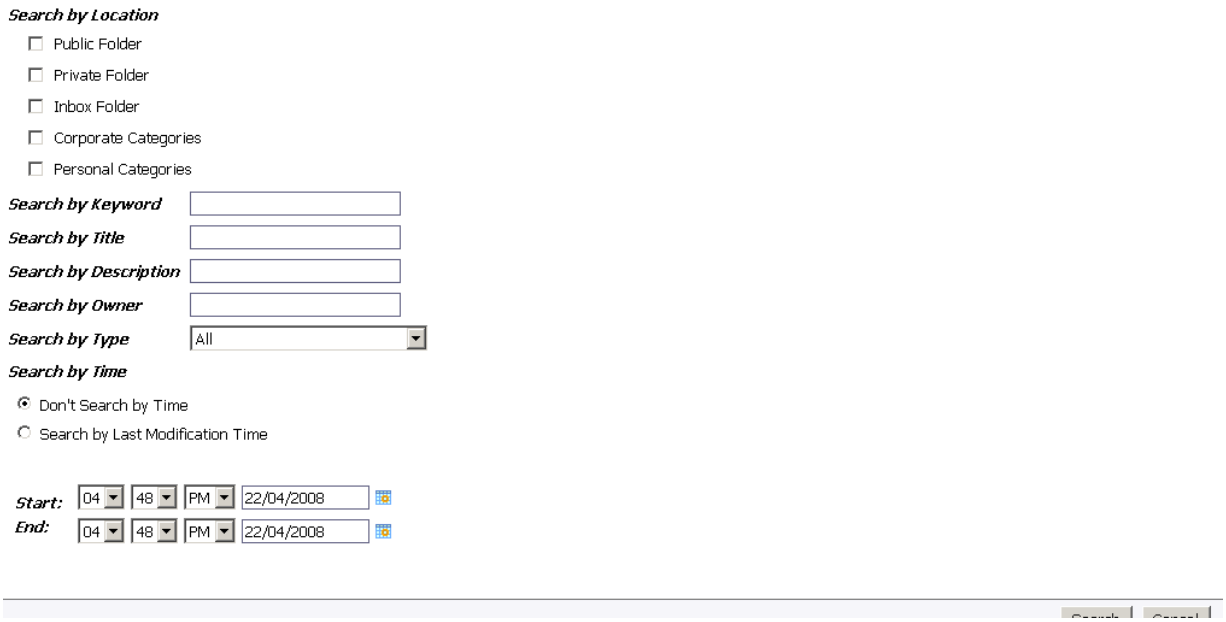
9. Click the **Search all fields** drop-down menu.

10. Click **Advanced search**.

You can narrow your search to title or keyword only, instead of searching all fields.

To narrow your search even further, you can perform an Advanced search.

Internal



11. Press [Enter] to continue.

Using the Advanced search option, you can search by folder or category location, field, owner, type, and the time the document was last modified.

Press **[Enter]** to continue.

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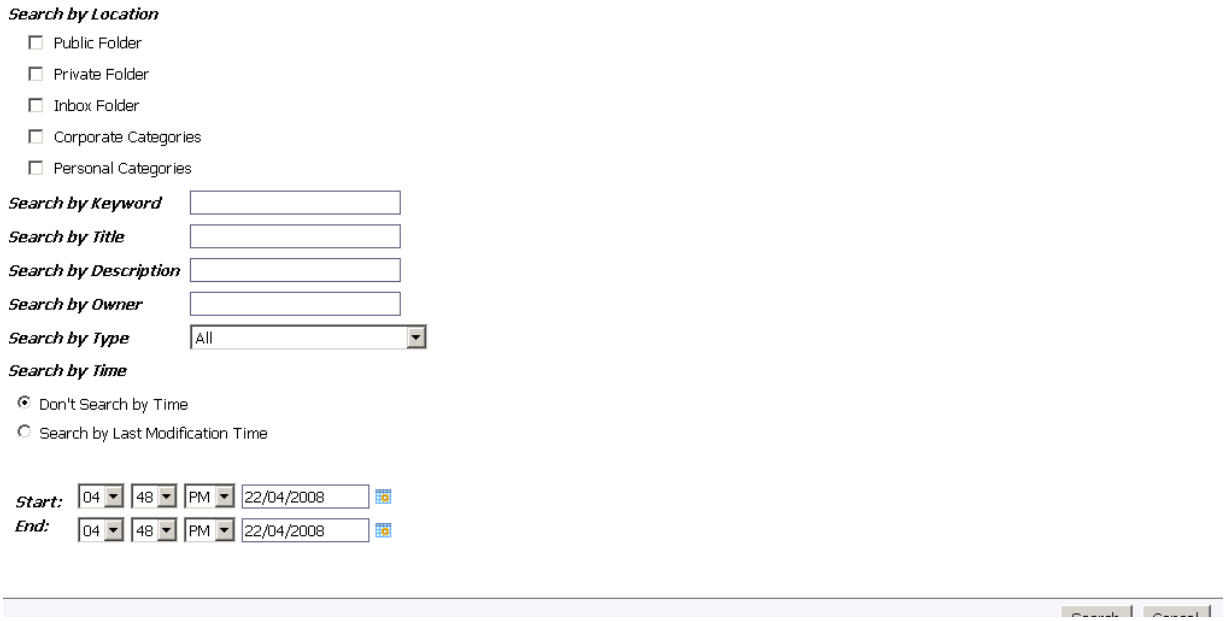
Internal



12. Click the **Corporate Categories** option.

In this example you want to search for a Crystal report related to *Geographic Sales*. You know that it would be assigned to a Corporate Category, and that it would have the word Geographic in the title.

13. Click in the **Search by Title** field.

Continue searching for a Crystal report with the word *Geographic* in the title.

14. As required, complete/review the following fields:

Field	R/O/C	Description
Search by Title	R	**Example:** Geographic

Enter the desired information into the **Search by Title** field.

15. Click the drop-down button for **Search by Type**

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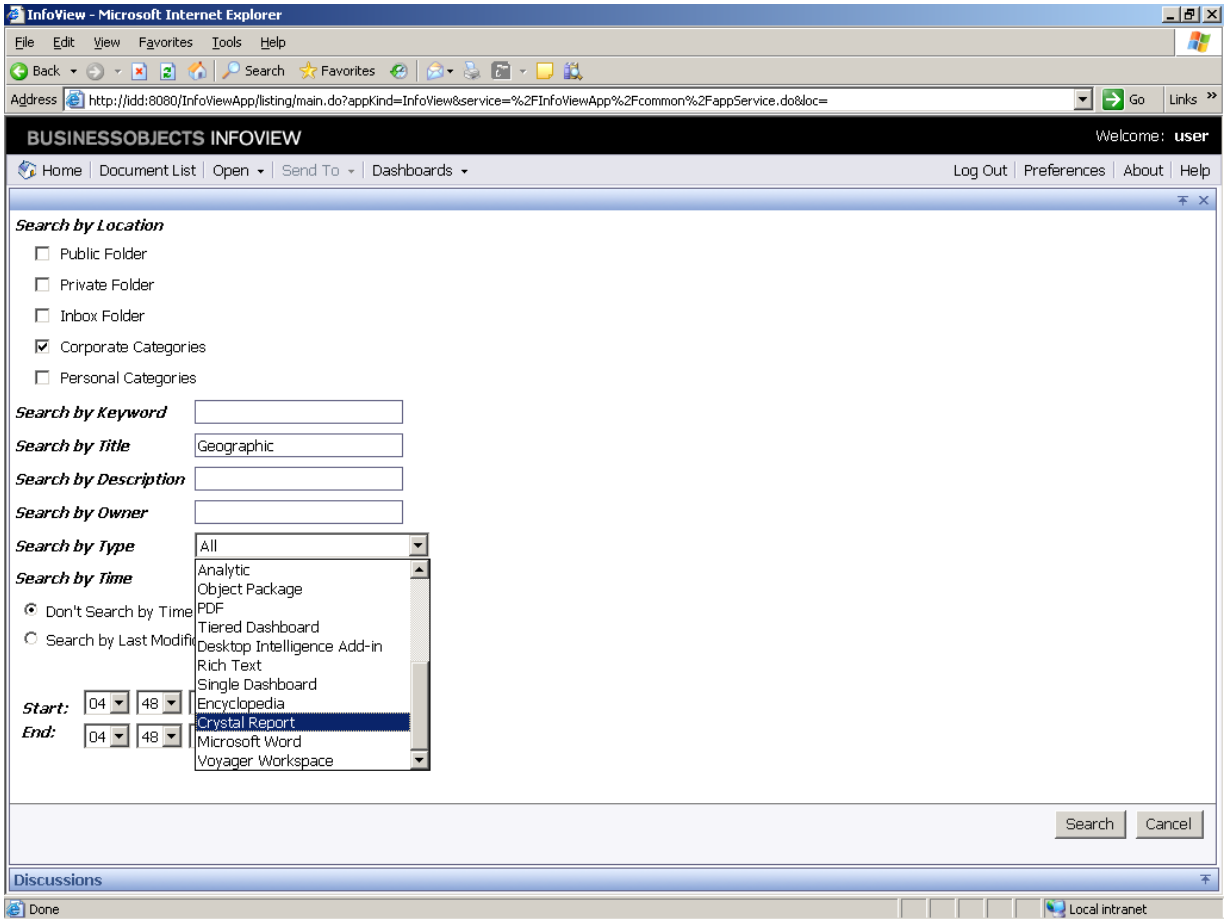
InfoView - Microsoft Internet Explorer



16. Click the **Crystal Report** list item.

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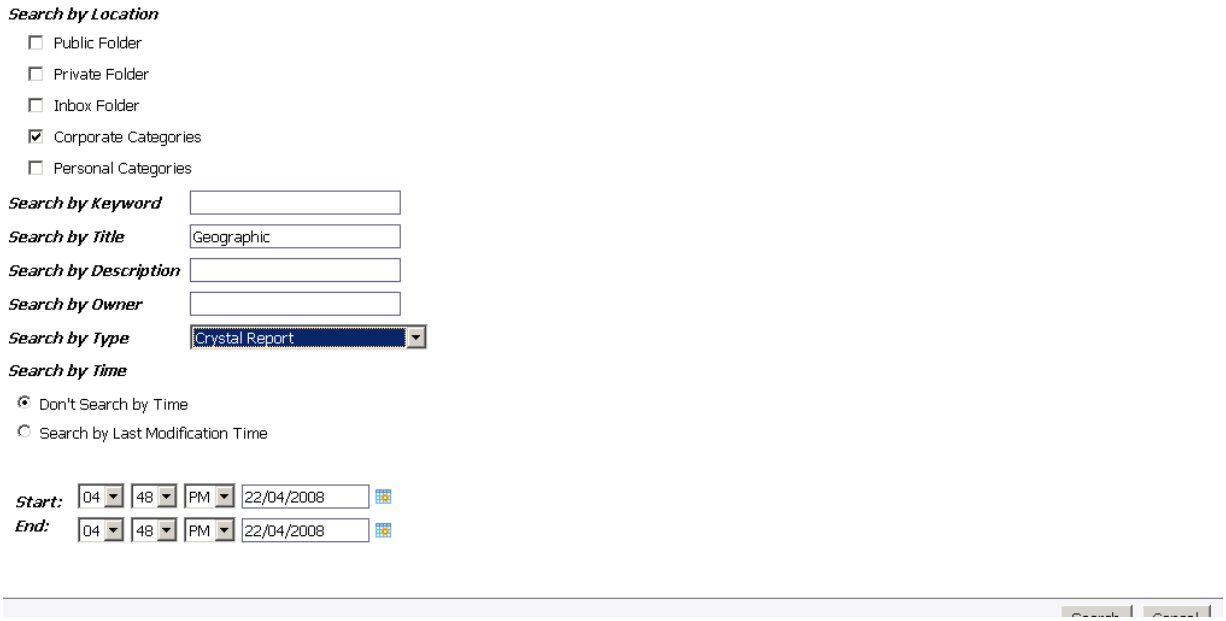
Internal



17. Click **Search.**

The Geographic Sales Crystal report appears in the Workspace Panel.

Press **[Enter]** to continue.

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